

## Microsoft PowerPoint Masterclass Training

This PowerPoint Masterclass training course is aimed at those with no experience of presentation or graphics programs. Users will be shown what PowerPoint can be used for, and how to use its basic features to create presentations and produce graphics.

### Objective

By the end of the PowerPoint Masterclass training course delegates will demonstrate an understanding of:

- What a PowerPoint presentation is, and how they can be used.
- The principles of creating a presentation: including creating slides, using Master Slides, views and templates.
- Fundamental graphics package concepts: objects, handles, layers, drawing tools.
- How to print their presentation, and/or associated handouts.

### Details

**Duration:** 1 Day

### Who is this course for

Ideal for those with little or no experience with PowerPoint looking to develop their skills and understanding of the software.

## Course Content

### Creating New Presentations

- The Opening Screen
- Using the Ribbon
- Quick Access Toolbar
- Creating a new Presentation
- Saving a Presentation
- Closing and Opening a Presentation
- Printing a Presentation

### Text Charts

- Title Pages
- Bullet Charts
- Editing and Enhancing bullet charts

### Creating Chart Slides

- Creating a Chart
- Changing Chart Type
- Adding Chart Elements
- Formatting a Chart
- Quick Chart Elements
- Using Chart Designs
- Saving the Chart to a New Sheet

### Diagrams

- Creating an Organisation Chart
- Entering Personnel Data
- Adding and Removing Boxes
- Formatting text, boxes and lines
- Other types of Diagrams

## **Creating Table Slides**

- Creating Tables
- Adding text and numbers
- Formatting the data and table
- Inserting rows and columns
- Deleting rows and columns

## **Using Clipart & Pictures**

- Inserting ClipArt or a Picture
- Sizing and Cropping images
- Re-colouring an Image
- Grouping & Un-Grouping Images

## **Printing**

- Viewing the Slides
- Re-ordering the Slides
- Using Headers & Footers
- Spell Check
- Printing the Slides

## **On Screen Shows**

- Running an On-Screen Show
- On-Screen Show with Transitions

Silicon Beach Training Ltd

Moorgate House, 5-8 Dysart Street, London, EC2A 2BX